



Electronic Consular Report of Birth Abroad (eCRBA) Customer Application Instructions

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Overview

What is eCRBA?

eCRBA allows eligible U.S. citizen parents to complete an online CRBA application, upload all required documents, and submit payment prior to the in-person interview. Eligible candidates include those that can answer “yes” to ALL the below questions:

- Was the child born abroad (outside the U.S. and its outlying possessions)?
- Is the child under the age of 18?
- Was at least one parent a U.S. citizen or U.S. non-citizen national when the child was born?
- Are you a biological parent of a child born abroad who is applying for that child?
- Can you pay online via pay.gov using a credit card or bank account?

If you answer “no” to any of the above questions, contact your [local embassy or U.S. consulate](#).

Document Purpose

This document will show step-by-step instructions on how to create, submit, and pay for a CRBA online using the new eCRBA system. If you are not able to complete an eCRBA, you may still complete a paper application and submit to your [local embassy or U.S. consulate](#). Please visit their [website](#) for more information on how to complete an in-person CRBA application.



Step 1: Create an Account or Sign in to Your MyTravelGov Account

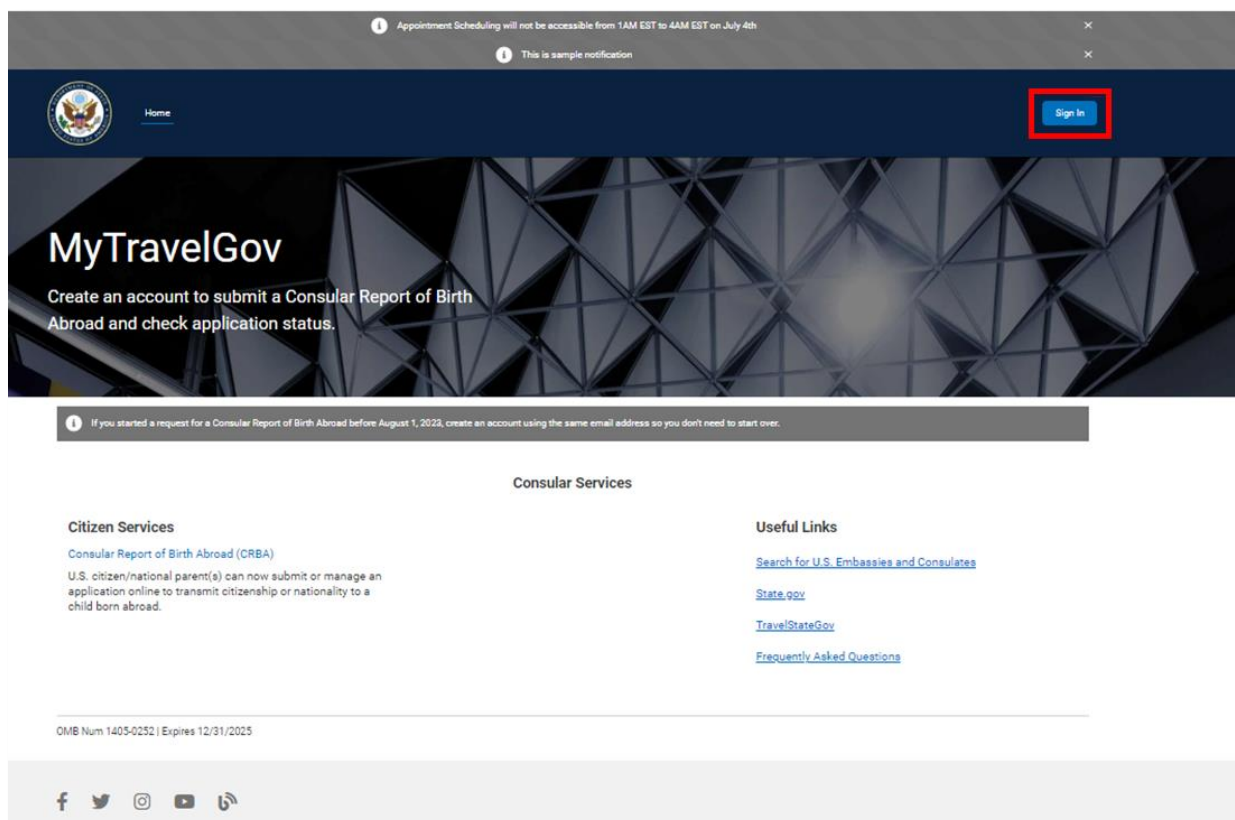
In order to apply for a CRBA you will start by registering for, or signing in, to your MyTravelGov account.

Note: Customers will need to create a MyTravelGov account to start a new eCRBA application, access an existing application, or to finish an in-progress application. Upon navigating to MyTravelGov, customers will be prompted to create a Login.gov account. If you have an existing Login.gov account, please login with your existing credentials. If you do not have a Login.gov account, please see the steps below to create an account. If you encounter login challenges, you can submit a contact form here [Contact us / Login.gov](#). They are available 24 hours a day, seven days a week. Login.gov can only resolve issues related to sign in, they cannot help you with consular services. Contact your local post or embassy for assistance with consular services.

Important Notice: If you had an existing MyTravelGov account and started or completed an eCRBA application prior to the integration of Login.gov with the MyTravelGov portal, you will need to create a Login.gov account using the **same email address** as your previous MyTravelGov account to access or view an existing application.

Once an account is made, you can create and complete the eCRBA application.

1a. Visit the [MyTravelGov](#) sign in page and click the [Sign In](#) button.





1b. If you have an existing Login.gov account, using the **same email** as your previous MyTravelGov account, select Sign In.

A screenshot of the Login.gov sign-in page. At the top, it says "TEST SITE - Do not use real personal information (demo purposes only) - TEST SITE". Below that is the "LOGIN.GOV" logo. The main heading says "CEP-TESTPI is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" (highlighted with a red box) and "Create an account". Below these is the section "Sign in for existing users" with a date "08/08/2023". There are input fields for "Email address" and "Password" (with a "Show password" checkbox). Below the password field is a "Sign in" button (highlighted with a red box). At the bottom, there is a link "Forgot your password?" (highlighted with a red box) and a link "Need to verify your government employee ID?".

1c. Enter your email and password and select Sign in again. If you have forgotten your password, select Forgot Password underneath the Sign In button to reset your password.

1d. Create an Account: If you do not have a Login.gov account select Create an account. Select your language and read the Rules of Use policy, then check the "I read and accept the Login.gov Ruse of Use" checkbox and select Submit.

*Note: If you have an existing eCRBA application, you must use the **same email address** used for your eCRBA account to view your existing application(s).*



1e. Go to the email inbox you entered and open the “Confirm your email” message from Login.gov. Select the Confirm email address button.

1g. Create a strong password and select Continue.



TEST SITE - Do not use real personal information (demo purposes only) - TEST SITE

A 100% website of the United States government [Search this site](#)

LOGIN.GOV U.S. DEPARTMENT OF STATE

✓ You have confirmed your email address

Create a strong password

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 123.

Password
[password field]

Confirm password
[password field]

☐ Show password

Password strength: Good

Continue

[Password safety tips](#)

[Cancel account creation](#)

1h. You will be asked to set up two authentication methods. Select your preferred method and follow the directions for setup. You may skip the second method.

A 100% website of the United States government [Search this site](#)

LOGIN.GOV Government services for you

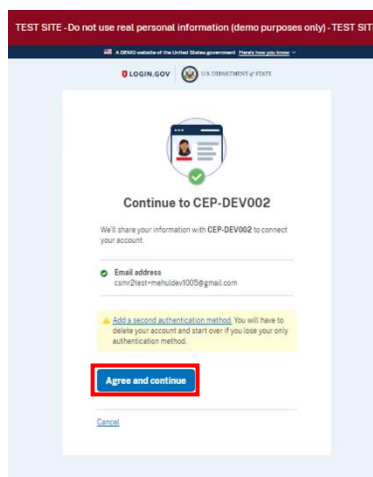
Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

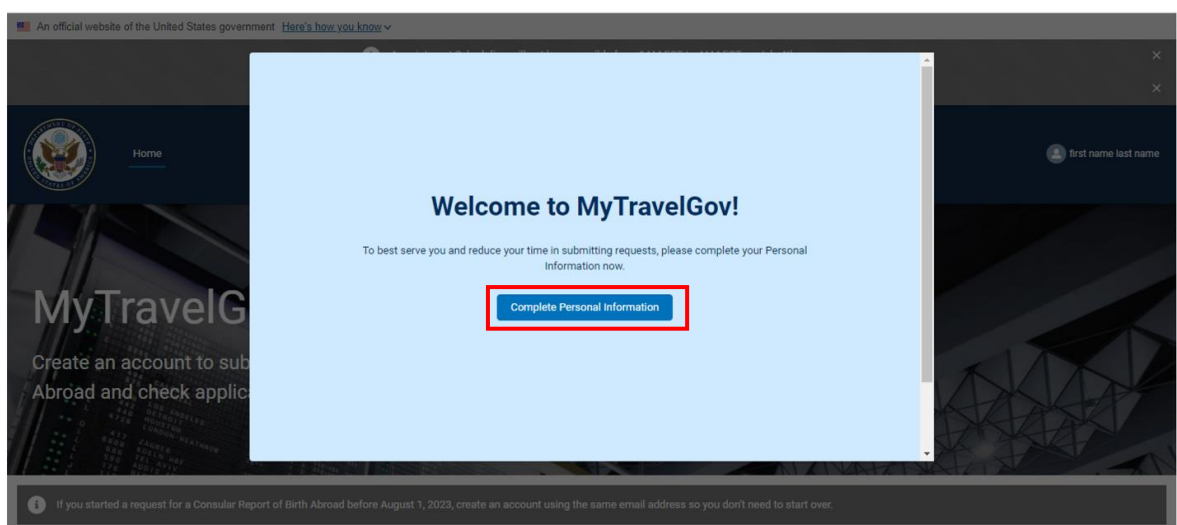
- ☒ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☐ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- ☐ **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

1i. Click on [Agree and continue](#).



1j. You will be rerouted to the MyTravelGov homepage, where you will see a welcome message pop up. Select the Complete Personal Information button.



1k. Read the policy and click the I have read the Policy Review checkbox. Then select Next.



MyTravelGov

Read and acknowledge the Policy Review

AUTHORITIES: The Department of State is authorized to collect this information by provisions of Titles 8 and 22 of the United States Code (U.S.C.), including 8 U.S.C. Â§ 1104(a), 22 U.S.C. 211a, 22 U.S.C. 2651a, 22 U.S.C. 2705 and 22 U.S.C. 3904; and by Executive Order 11295 (August 5, 1966) and 22 C.F.R. Parts 50 and 51.

PURPOSE: The information requested on this website will be used to create secure accounts for individuals applying for certain consular services on the MyTravelGov online platform.

ROUTINE USES: The information requested on this website may be made available as a routine use to other government agencies and private contractors to assist the U.S. Department of State in connection with processing applications for U.S. passports and Consular Reports of Birth Abroad and requests for other services, and for law enforcement, fraud prevention, border security, counterterrorism, litigation activities, and administrative purposes. For a more detailed listing of the routine uses to which this information may be put, please see the Department of State's Prefatory Statement of Routine Uses (Public Notice 6290 of July 15, 2008) and the listing of routine uses set forth in the System of Records Notices for Overseas Citizen Services Records and Other Overseas Records (State-05) and for Passport Records (State-26) , available online at <https://www.state.gov/System-of-Records-Notices-Privacy-Office>.

DISCLOSURE: Providing the information requested on this website is voluntary; however, if you fail to provide the information you may have to complete and submit a paper application.

☒ I have read the Policy Review

Next

1l. Complete the user profile and select Save.

Basic Details

*First Name
first name

Middle Name

*Last Name
last name

Current Address

Address

City

State / Province / District

Zip / Postal Code

Country
--None--

Contact Information

*Email
sam2beatmehustep1002@gmail.com

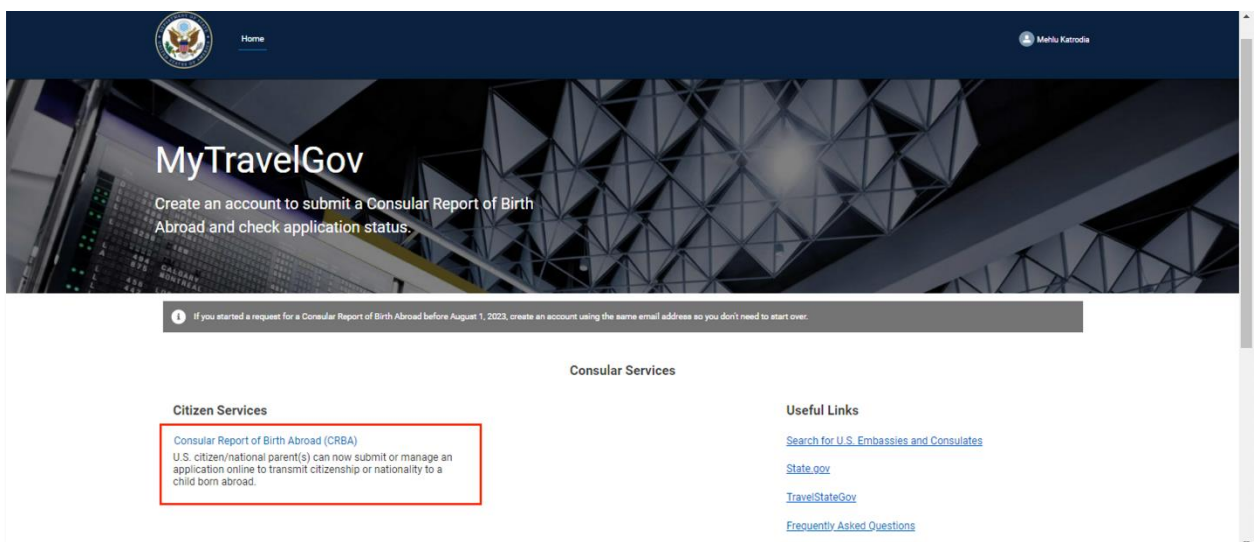
Save

1m. The next screen will reroute you back to the MyTravelGov homepage, where you can start your eCRBA application.

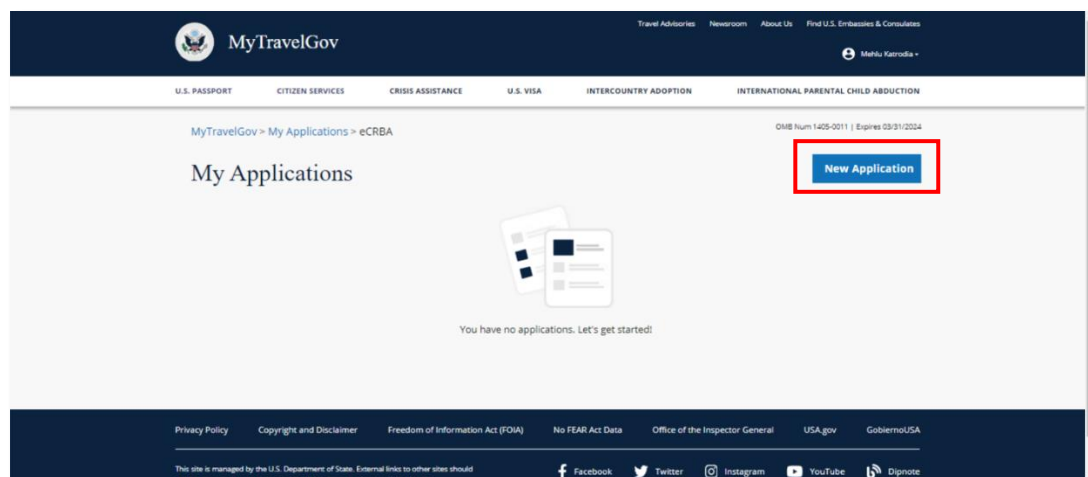


Step 2: Create an eCRBA Application

2a. On the MyTravelGov homepage click Consular Report of Birth Abroad (CRBA).



2b. If this is your first application, select New Application. If you have an existing application(s), they will show up on this page. Find the application you are looking for and continue where you left off.



2c. Fill out the Consular Report of Birth Abroad Eligibility questions on the next screen and select Next.
Note: If you cannot answer Yes to all the eligibility questions, contact your local embassy or U.S. consulate.




2d. If you are eligible to complete an eCRBA, you will receive the How It Works screen. Select Let's Get Started to continue.

How It Works

Good news! You're eligible to request a CRBA online. Here's how it works:

Step 1: Complete the CRBA application


Usually about 15-30 minutes



- Gather your [important documents](#) and upload copies as you go to save time later.
- Save your progress and return any time.
- Submit \$100 application fee then schedule your in-person interview with your local embassy or consulate.

Step 2: Attend your in-person interview

Usually about 1-2 hours



- Attend your scheduled in-person interview.
- Bring your original documents to your interview.
- If approved, arrange to pick up your CRBA or have it mailed to you by providing a pre-paid envelope. Find your local embassy or consulate's address with our [post locator](#).

[Let's Get Started >](#)

2e. Read the policy and click the I have read the Policy Review checkbox. Then select Next.



2f. Begin filling out the online application. On the left side of the screen, you will see the steps of the application process. As you proceed through the steps, you will be able to navigate around the application and see your progress. You may go back to previous sections, attach files, and edit as needed.



2g. Once all information has been input, the application will give you a chance to review before you pay. The eCRBA application will ask you to upload all required documents, all of which need to be presented on the day of the in-person interview where a consular officer will verify the documents. The required documents must be originals or certified copies and may include but are not limited to:

- Evidence of birth (typically, the original local birth certificate for the child)
- Proof of U.S. nationality for the transmitting parent(s) (typically, a U.S. passport or birth certificate)
- Parents' IDs
- Documentary evidence of parents' marriage(s) (may include marriage, divorce, or death certificate)
- Financials Support and/or Legal Relationship (for children born out-of-wedlock or court ordered support)
- A scanned and notarized Form DS-5507 (for children born out-of-wedlock)
- Proof of U.S. presence (e.g. bank, employment, school or tax records, rent receipts, etc.)

The screenshot shows the MyTravelGov website interface for the eCRBA application. The top navigation bar includes links for Travel Advisories, Newsroom, About Us, and Find U.S. Embassies & Consulates. The main header shows the MyTravelGov logo and a user profile for Anna Trainer. The left sidebar displays the 'CRBA Application Progress' with steps: Child Information, Parent Information, Marriage Information, Physical Presence, Contact Information, and Review and Pay (highlighted with a red box). The main content area is titled 'Review Application' and includes a warning message: 'We noticed you haven't attached any documents. Although the in-person interview requires you to show original documents, uploading them now can save you time later.' Below this, the 'Child Information' section shows details for Julia Trainer (Female, DOB: 09/13/2020, Birth Location: Frankfurt, Germany) with an 'Add' button for attachments. The 'Parent Information' section shows details for Anna Trainer (Female, DOB: 01/29/1985, Birth Location: Tempe, Arizona, United States) with an 'Add' button for attachments.

2h. Once you have reviewed, select the I certify the above statements checkbox then select Next.



Acknowledgements

- I have reviewed the above information and it is accurate to the best of my knowledge.
- I am one of the biological parents of the child applying for the CRBA.
- I understand that this application will not be approved nor denied until the application fee is paid, the in-person interview occurs, and the Consular Officer reviews the application.

☒ I certify the above statements.

[< Back](#) [Next >](#) [Save and Exit](#)

Step 3: Make Your Payment Online

3a. The final step of the application is the Payment section, where you can pay for your CRBA online via the U.S government's official payment site Pay.gov using a credit card or bank account. On the Payment screen you will see your Total Due. Select Pay

Note: The fee for a CRBA service is \$100 per CRBA application.

Payment

Clicking Pay will redirect you to Pay.gov to make a secure payment. Once your payment has been processed, you'll be able to schedule your in-person interview. The fee is non-refundable and is only valid for appointments at your local consulate or embassy.

Summary

| | |
|-------------------------|-------|
| eCRBA Application Fee | \$100 |
| Quantity: 1 | |
| Total Due: \$100 | |

[< Back](#) [Pay](#)

3b. Select your method of payment, then select Continue.



< Cancel

Overseas American Citizen Services Fees

Payment Information
Payment Amount \$100.00

I want to pay with my

☐ Bank account (ACH)

☒ Debit or credit card

Continue Cancel

3c. Enter the required personal and bank account or card information, then select Continue.

< Cancel

Overseas American Citizen Services Fees

Please provide the payment information below. Required fields are marked with an *

Agency Tracking ID
45771341

Payment Amount
\$100.00

* Cardholder Name
Anna Trainer

* Cardholder Billing Address
Am Bubacher weg 18

Billing Address 2

City
Frankfurt

* Country
Germany

State/Province

ZIP/Postal Code

* Card Number

City
Frankfurt

* Country
Germany

State/Province

ZIP/Postal Code

* Card Number
4111111111111111
VISA MASTERCARD AMERICAN EXPRESS DISCOVER

* Expiration Date
11 2026

Security Code

[What's this?](#)

Continue Previous Cancel

WARNING: WARNING: WARNING
You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to criminal and civil sanctions.
Note: This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling.

3d. Review your payment information, then select the I authorize a charge to my card account for the above amount in accordance with my card issuer agreement checkbox, then select Continue.



3e. After submitting the eCRBA application and payment, you will see a confirmation screen and will receive a follow-up email confirming receipt of your application.

Step 4: Schedule your In-Person Interview Online

4a. On the confirmation page, you will see information for your local U.S. embassy or consulate along with a list of required documents needed. Read the on screen information for your Post Location.

Click Schedule at the bottom of the confirmation page to schedule your in-person interview. This will direct you either to the Appointment Scheduling system, an online form, or your [local embassy or U.S. consulate's webpage](#) with further instructions on how to schedule an appointment. **Please allow 72 hours** between the date of the application payment and your scheduled timeslot to ensure your payment is processed at the time of your appointment.

*Note: You must bring **all original documents** and **your child** to the interview.*



MyTravelGov > My Applications > eCRBA OMB Num 1405-0011 | Expires 03/31/2024

Schedule Your Interview

Your application has been submitted! It's time to schedule your in-person interview. Clicking "Schedule" will redirect you to the ACS Appointment System. You must attend the interview in order for your application to be considered. If you need assistance, contact your local post.

▲ At least one parent must be present at the in-person interview. If that parent is not a U.S. citizen or U.S. national, form [DS-5507](#) must be notarized and brought to the interview.

Post Location

You must schedule your appointment at the following location. Remember, your payment is only valid for this post.

[Schedule](#) [Download Summary](#)

Congratulations! You have completed the eCRBA application and scheduled your in-person interview. If you have any further questions, visit your [local embassy or U.S. Consulate's website](#) to find contact information.